

Do Not Retire

DD/S 63-4988

SECRET

Rec. 5th - 5

15 November 1963 X-005

TO: Chief, CIA Archives and Records Center
THRU: Executive Assistant to the DD/S
FROM: CIA Records Administration Officer

1. In my memorandum of 8 October 1963 to the DD/S, I outlined certain actions we must take in order to prolong availability of storage space in the Records Center. Effective immediately, the following policies will be adopted in Records Center operations:
 - a. Only scheduled records with definite disposition instructions will be accessioned. This means that schedule instructions must provide for transfer to the Center, and, in the case of temporary records, the schedule must provide for definite disposition.
 - b. Records scheduled for destruction in the Center will be destroyed at the scheduled time without additional notification to the concerned organization.
 - c. Records scheduled for review at a specified date will be returned to the office concerned without additional notification.

[Redacted Signature]

Records Administration Officer

Distribution:

- Orig - Addressee
1 - DD/S
1 - [Redacted]
✓ 1 - File

25X1

25X1

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

UNCLASSIFIED	CONFIDENTIAL	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1			50263
2			
3	Chief, Archives and RC		
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

Attached is a memorandum to the Chief, CIA Archives and Records Center, implementing certain actions outlined in my report of 8 October 1963 to the DD/S.

This is in line with the positive action requested in your memo of 13 November to me.

Additional steps will be taken and you will be kept advised.

	RETURN TO SENDER	
	ID PHONE NO.	DATE
	11/15/63	
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FORM NO. 237
1 APR 55

Replaces Form 30-4 which may be used.

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☆ U. S. GOVERNMENT PRINTING OFFICE : 1955-O-342531